

## **DEPARTMENTAL RECORDS CLERK**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

This is basic clerical work in the preparation and filing of records and reports for the department and related work. Employees of this class take and transcribe dictation, compile, organize, and file records and reports, and perform minor administrative functions. Employees of this class also make criminal arrests and assist in criminal investigations such as in search warrants, the searching of female prisoners, decoy, surveillance, interviews, and interrogations. Work is carried out according to established departmental policy and is performed under the direct supervision of the supervisor of records.

### **EXAMPLES OF WORK**

(NOTE: The examples listed below are illustrative only and are not intended to be inclusive or exclusive.)

Obtains and verifies the individual daily officers' reports; compiles daily reports and prepares monthly and annual individual officers' reports, including record of activities and hours worked.

Compiles daily reports on complaints, arrests, and accidents; maintains files of such.

Transcribes letters and statements either from shorthand or recording machine.

Types warrants.

Classifies fingerprint cards and maintains index file on all subjects fingerprinted.

Makes criminal arrests.

Assists in the processing of individuals arrested, as required.

Assists police officers in criminal investigations, such as in search warrants, the searching of female prisoners, used as a decoy, surveillance, interviews, and interrogations.

Operates police radio and shift desk, as required.

Prepares purchase requisitions on all purchases for the department and forwards them to the mayor's office as required by city policy.

Acts as clerical assistant to the police chief and assistant police chief, when necessary.

Performs related duties as assigned or required.

### **QUALIFICATION REQUIREMENTS**

Must be not less than twenty-one (21) years of age.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must meet all other provisions of paragraph 23 of The Municipal Fire and Police Civil Service Law.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

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